

Subject: ~~CONFIDENTIAL~~ Procedure for the selection of candidates in positions as trainees

The purpose of this procedure is to insure more accurate selection of trainees.

1. Applicants will initially be interviewed by who will make a factual summary of the applicant's history, and either send the applicant to testing or consult a senior member of the staff to determine whether he should be considered at all or sent back to Personnel.

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2. Applicants will be tested in Alcott Hall as follows:

Logical Reasoning Test

Word Meaning

Basic Numbers (If the score of any of the first three is mediocre)

Biographic Questionnaire

Written Interview

A score of poor on any of these will disqualify an applicant. A score of mediocre may be balanced by a score of excellent on another of these tests.

3. Applicants whose scores meet these standards will be interviewed by two or more of the following:

Col. Baird

(All draft eligibles)

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In cases of disagreement, this group may meet as a board.

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